Homeschool Students

A parent should file an 'Intent to Home Educate' when they decide to homeschool their child. This indicates the parent intends to take over responsibility for the child's education.
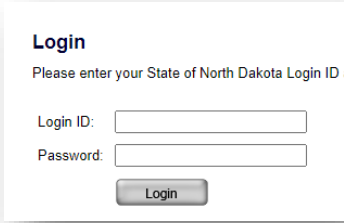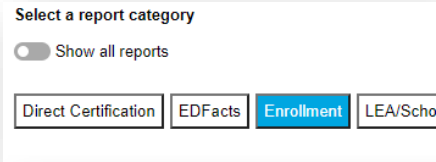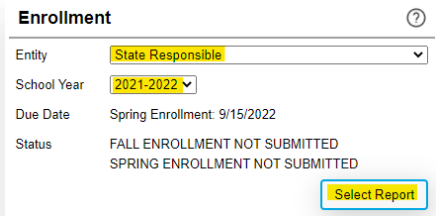
More information about the homeschool program can be found on the DPI site at
https://www.nd.gov/dpi/familiescommunity/families/home-education

A homeschool student can still take a course at their local public school. In that case, the school can enroll in PowerSchool. The school should make sure the student is course enrolled in STARS to received prorated foundation aid.

If the parent decides to homeschool mid-year, the school should end the current enrollment with a 'Transferred Within District' exit code and begin a new enrollment with an enroll status of 'NonEnr – Home Based.'

This guide covers the homeschool special program data that needs to be loaded in STARS. Method One covers manually entering the data in STARS and Method Two covers importing the data. You can select the method that suites your situation.
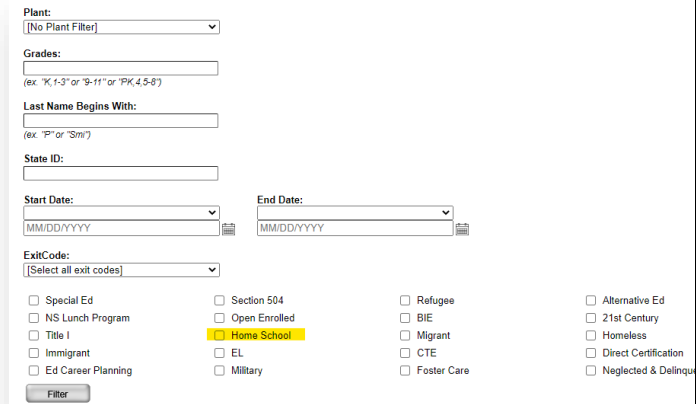
Method One – Manually Entering the Data in STARS

Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	**Login** Please enter your State of North Dakota Login ID Login ID: _____ Password: _____ [Login]
Select the Enrollment report group	Select a report category ◯ Show all reports [Direct Certification] [EDFacts] [Enrollment] [LEA/Scho]
On the Enrollment report, select your district from the 'Entity' dropdown Select the current school year from the 'School Year' dropdown Hit 'Select Report'	**Enrollment** ⓘ Entity State Responsible School Year 2021-2022 Due Date Spring Enrollment: 9/15/2022 Status FALL ENROLLMENT NOT SUBMITTED SPRING ENROLLMENT NOT SUBMITTED [Select Report]

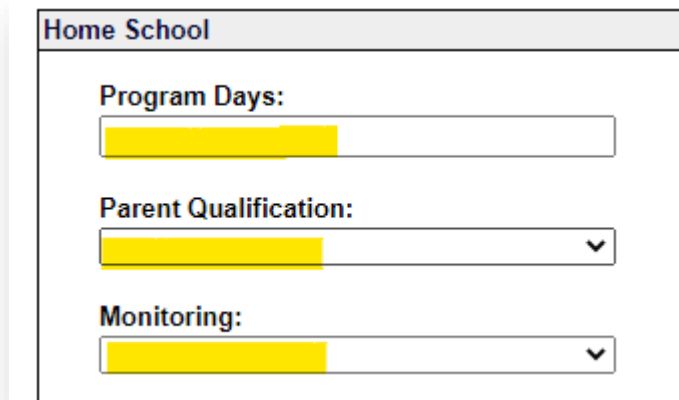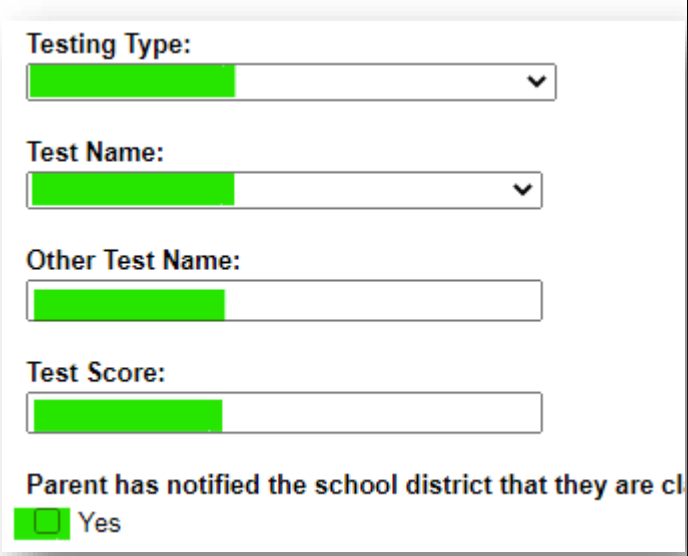| **Narrative**	**Screenshot**
To see only your homeschool students, check the box to the left of 'Home School' and hit Filter	
Select the 'Start Date' for the student you want to update	
Scroll down to the 'Home School' special program Enter the following required fields for all Homeschool Students **Program Days** – school days the student was in homeschool status **Parent Qualifications** – select from the dropdown menu **Monitoring** – select from the dropdown menu	
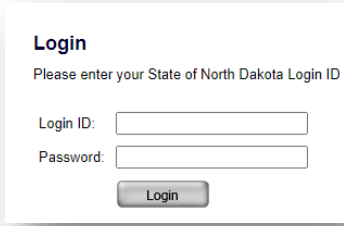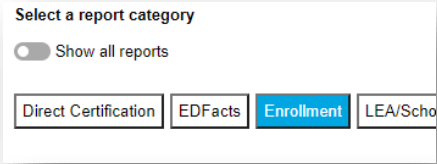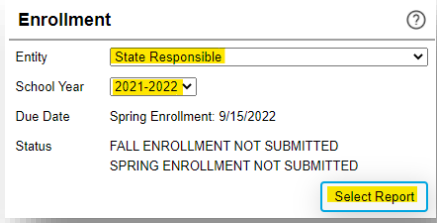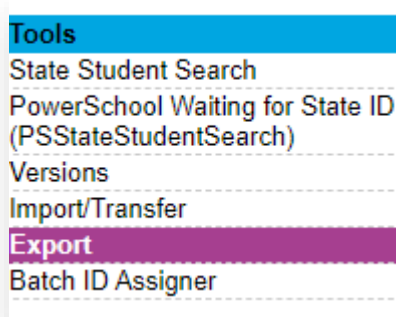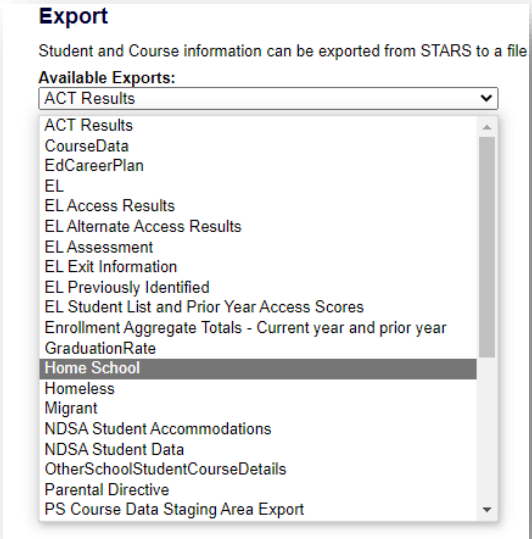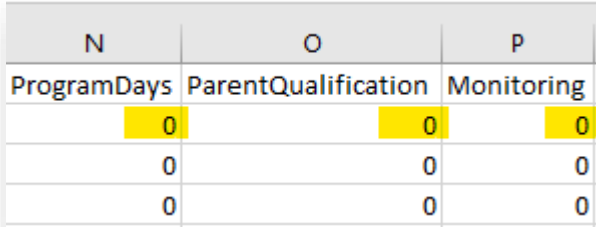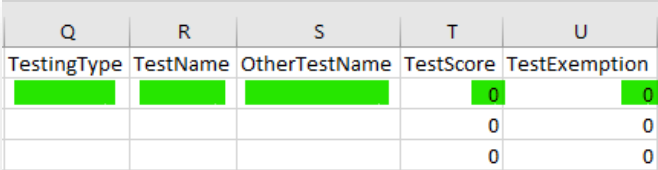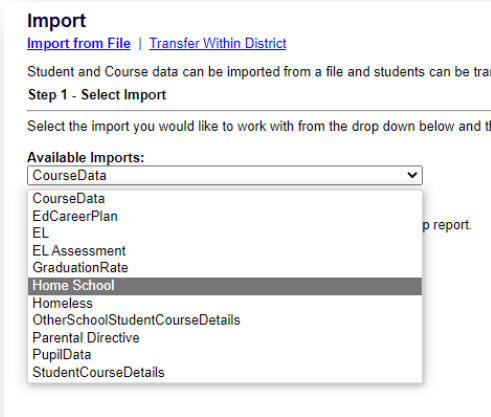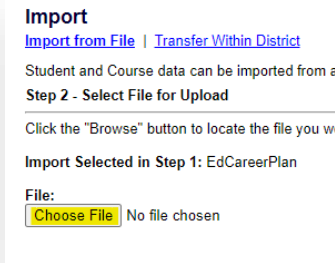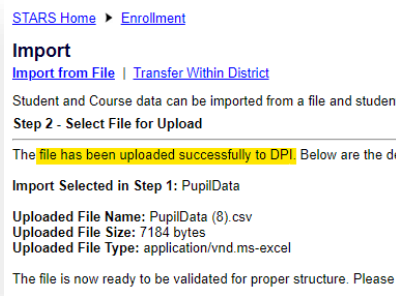
Narrative	Screenshot
The other fields are optional unless the student is monitored, then they are required **Testing Type** – select from the dropdown menu **Test Name** – select from the dropdown menu **Other Test Name** – Enter the name of the test **Test Score** – enter the test score Indicate if the parent ask to be exempted from the state assessment	
Hit Save in the upper right corner Repeat for all students that need Homeschool data updated	

Method Two –Entering the Data in STARS
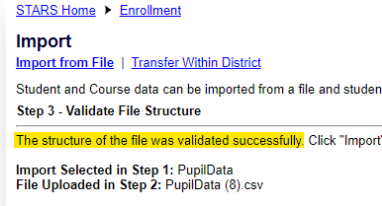
Narrative	Screenshot
Log into STARS Enter login ID and Password Hit Login	
Select the Enrollment report group	

Narrative	Screenshot

On the Enrollment report, select your district from the 'Entity' dropdown
 	
Select the current school year from the 'School Year' dropdown
 	
Hit 'Select Report'
	Enrollment ⊘
	Entity State Responsible
	School Year 2021-2022 ⌄
	Due Date Spring Enrollment: 9/15/2022
	Status FALL ENROLLMENT NOT SUBMITTED
	     SPRING ENROLLMENT NOT SUBMITTED
	     Select Report

Select Export from the Tools section on the left menu	**Tools** State Student Search PowerSchool Waiting for State ID (PSStateStudentSearch) Versions Import/Transfer **Export** Batch ID Assigner
Select 'Home School' from the Available Exports dropdown menu	**Export** Student and Course information can be exported from STARS to a file. **Available Exports:** ACT Results ACT Results CourseData EdCareerPlan EL EL Access Results EL Alternate Access Results EL Assessment EL Exit Information EL Previously Identified EL Student List and Prior Year Access Scores Enrollment Aggregate Totals - Current year and prior year GraduationRate Home School Homeless Migrant NDSA Student Accommodations NDSA Student Data OtherSchoolStudentCourseDetails Parental Directive PS Course Data Staging Area Export
Hit the 'Export' button under the Functions section on the left menu This will export a CSV file of all the students marked as homeschool	**Functions** Export

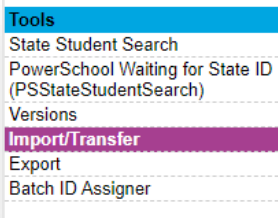| Narrative	Screenshot

Open the CSV file
 	
Update the following required cells for all Homeschool Students
Program Days – enter the number of school days the student was in homeschool status
Parent Qualifications – enter one of the following numbers:
   1 to indicate High School Education
   2- to indicate GED
   3- to indicate Certified
   4- to indicate National Teachers Exam
   5- to indicate BS/BA
Monitoring – enter one of the following numbers:
   1 to indicate District Monitor Provided
   2 to indicate Non-District Monitor Provided
   3 to indicate No Monitor
	<table><tr><th>N</th><th>O</th><th>P</th></tr><tr><td>ProgramDays</td><td>ParentQualification</td><td>Monitoring</td></tr><tr><td>0</td><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td><td>0</td></tr></table>

The other fields are optional unless the student is monitored, then they are required
Testing Type – enter one of the following numbers:
   1 to indicate Provided by District
   2 to indicate Provided by Non-Public or Out-of-District
Test Name – enter one of the following numbers:
   1 to indicate CTBS
   2 to indicate Iowa – ITBS
   3 to indicate SRA
   4 to indicate CAT5-Stanford
   6 to indicate Other
   7 to indicate NDSA
Other Test Name – Enter the name of the test
Test Score – enter the test score
Test Exemption – Enter a '1' if the parent ask to be exempted from the state assessment, otherwise enter a '0'
	<table><tr><th>Q</th><th>R</th><th>S</th><th>T</th><th>U</th></tr><tr><td>TestingType</td><td>TestName</td><td>OtherTestName</td><td>TestScore</td><td>TestExemption</td></tr><tr><td></td><td></td><td></td><td>0</td><td>0</td></tr><tr><td></td><td></td><td></td><td>0</td><td>0</td></tr><tr><td></td><td></td><td></td><td>0</td><td>0</td></tr></table>

Save the CSV file	

Narrative	Screenshot
In STARS, select Import/Transfer	**Tools** State Student Search PowerSchool Waiting for State ID (PSStateStudentSearch) Versions **Import/Transfer** Export Batch ID Assigner
Make sure 'Import from File' is selected Select Home School from the drop down and hit 'Next' (on the far right)	**Import** **Import from File** | **Transfer Within District** Student and Course data can be imported from a file and students can be tran **Step 1 - Select Import** Select the import you would like to work with from the drop down below and th **Available Imports:** CourseData CourseData EdCareerPlan EL EL Assessment GraduationRate Home School Homeless OtherSchoolStudentCourseDetails Parental Directive PupilData StudentCourseDetails
Select 'Choose File' and navigate to the saved Home School file and hit 'Next' (on the far right)	**Import** **Import from File** | **Transfer Within District** Student and Course data can be imported from a **Step 2 - Select File for Upload** Click the "Browse" button to locate the file you wo **Import Selected in Step 1: EdCareerPlan** **File:** Choose File No file chosen
The file will be moved into the STARS staging area Hit 'Next' (on the far right)	STARS Home ▸ Enrollment **Import** **Import from File** | **Transfer Within District** Student and Course data can be imported from a file and student **Step 2 - Select File for Upload** The file has been uploaded successfully to DPI. Below are the de **Import Selected in Step 1: PupilData** **Uploaded File Name:** PupilData (8).csv **Uploaded File Size:** 7184 bytes **Uploaded File Type:** application/vnd.ms-excel The file is now ready to be validated for proper structure. Please

Narrative	Screenshot
The file will be validated Hit 'Next' (on the far right)	STARS Home ▶ Enrollment **Import** **Import from File** | **Transfer Within District** Student and Course data can be imported from a file and studen **Step 3 - Validate File Structure** <mark>The structure of the file was validated successfully.</mark> Click "Import" **Import Selected in Step 1:** PupilData **File Uploaded in Step 2:** PupilData (8).csv
If the import has errors, you will get a report indicating the record number (CSV file row), the column name and error description Correct the CSV file as needed and reimport	
If there are no errors, you will an indication of Records Inserted (any new records) or Records Updated (for any updates to existing records)	**Import** **Import from File** | **Transfer Within District** Student and Course data can be imported from a file and students **Step 4 - Import Data** <mark>Data imported successfully!</mark> **Import Selected in Step 1:** EdCareerPlan **File Uploaded in Step 2:** EdCareerPlan (1).csv **Records Inserted:** <mark>98</mark> **Records Updated:** 0 Please click the "Validate" button to view any problems with the ne